

Alternative and Flexible-Time Work Schedule Policy Guidelines

RCW 41.04.390 and WAC 356-15-095, support agency CTR programs in that they recognize that flexible-time work schedules alleviate traffic congestion, decrease fuel consumption, provide employees flexibility for child care planning and/or more time with their families, boost morale, and improve productivity. They state: “Therefore, due to the clear advantages to both agencies and employees, the legislature finds that flexible-time work schedules should be utilized by agencies to the maximum extent possible.”

Flexible-time work schedules provide varying times for employees to arrive and depart from work, and assist state government in meeting the CTR goals because it enables some employees to take advantage of transit, carpools, and vanpools. Alternative and flexible-time work schedules is one of the least costly methods for state government to meet the CTR goals.

While flexible-time does not reduce trips, it does give individual employees some flexibility in choosing the time, *but not the number*, of their working hours to make the use of alternative modes easier. Alternative work schedules, such as compressed work weeks, eliminate trips for employees.

Definitions:

Alternative Work Schedule: Programs such as the compressed workweek that eliminates work trips for affected employees. Alternative work schedules have the added benefit of counting as a zero vehicle trip when the employee does not drive, plus a 20 percent credit towards the worksite single-occupant vehicle and vehicle miles traveled reduction goals. Credit applies only for the days an employee does not drive to the worksite.

Compressed Workweek: An alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and biweekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but also may include other arrangements.

Flexible-Time: A fixed work schedule whereby an employee is permitted some flexibility in choosing his or her starting and ending time outside of the agency’s normal work hours, e.g. 7:30 a.m. to 4 p.m. with a half hour lunch, or 8:30 a.m. to 5:30 p.m. with an hour lunch. Although not reducing or eliminating single-occupant vehicle or vehicle miles traveled, employees gain flexibility to use alternative commute modes.

Recommended Program Elements

- ◇ Should be voluntary for employees.
- ◇ Agency core hours should be established: employees should be required to be present during the core hours set by the agency.
- ◇ Employees should obtain permission from their supervisor or designee to participate.
- ◇ Flexible-time schedules affecting employees in bargaining units with an exclusive representative may be negotiated.